

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5214

**TITLE:** PLANNER II

**GRADE:** S-24

**DEFINITION:**

Under general supervision, performs full-performance level, professional planning and zoning work that requires independent research and analysis; performs a wide variety of moderately complex planning and zoning responsibilities such as interpreting and making judgments on zoning applications, ordinance amendments, plan amendments, proposals and proffers; and performs related assignments as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Planner II is distinguished from the Planner I in that the Planner II conducts work which is considered full-performance level; works under general, rather than instructional supervision; works more independently; and assumes primary responsibility for final work products whereas the Planner I performs work which is, and will continue to be, routine, less complex and narrower in scope; assists higher level Planners and serves in a trainee capacity.

The Planner II is distinguished from the Planner III in that the Planner II conducts work which is considered full-performance level; works on assignments that are less complex or high profile in nature whereas the Planner III performs advanced, specialized planning and zoning duties and serves as a team leader responsible for managing the most complex and high-profile applications and projects which have multi-issue, multi-policy implications or involve multiple departments.

**ILLUSTRATIVE DUTIES:**

Prepares staff reports on zoning applications, ordinance amendments, plan amendments, public facility proposals, and appeals of Zoning Administrator's decisions;

Collects and analyzes data and formulates recommendations relating to zoning, land use, public facilities, and environmental planning proposals;

Prepares statistical reports;

Coordinates evaluation of zoning, land use, public facilities, and environmental proposals and projects;

Negotiates positions on issues, proffers, and conditions on behalf of the County with zoning, plan amendment, and appeal applicants, citizens, County staff and others;

Determines if zoning applications comply with submission requirements;

Enters information and maintains County computer databases and records;

Presents staff positions at public hearings before the Board of Supervisors, Planning

Commission, Board of Zoning Appeals, and/or the Park Authority Board and citizen groups;

Responds to planning and zoning inquiries and prepares interpretations both orally and in writing;

May serve as staff liaison to task forces, committees and advisory boards.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of the principles of urban planning and zoning;

Ability to read, comprehend and interpret documents relating to land use, zoning, environmental planning, public facilities, and information technology, among others;

Ability to write, proofread, edit, and rewrite documents effectively, and to produce accurate final documents;

Ability to collect, synthesize and analyze research data and present in written/graphic form;

Ability to analyze and to evaluate land use and development plans and to form sound practical recommendations;

Ability to analyze and prepare statistical reports;

Ability to use a computer to access information, conduct research and to perform basic word processing and spreadsheet operations;

Ability to establish and to maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizens;

Ability to speak effectively before individuals, citizen groups and public bodies;

Ability to meet and to deal effectively with County representatives, applicants and the public;

Ability to work independently, to set individual priorities, to manage time effectively and to apply consistently sound judgment.

**EMPLOYMENT STANDARDS:**

Graduation from an accredited four-year college or university in a planning-related field;

PLUS three years of experience in a planning-related field.

A Masters degree may be substituted for one year of the required experience.

The years of experience should include a minimum of two years of experience in the specific area of assignment, e.g., zoning evaluation, zoning administration, zoning enforcement, public facility, environmental and/or land use planning.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED: June 29, 2004  
ESTABLISHED: January 12, 1981